



20 February 2018, 1415, The Syndicate Room, The Old Schools

Present: Dr G Christie (Chair), Dr M Vinnell (Secretary),
Dr A Clarke, Ms S Crowe, Ms A Eccles, Mr M Elsdon, Ms S Foreman,
Dr A Gilliland, Dr M Glendenning, Mr J Hulme, Dr K Tibbles, Dr R Turner and
Ms L Yates.

In attendance: Mrs S Boggie.

Items for Report

1 Apologies for absence

Apologies received from Mr J Harding, Dr G Martell, Ms E Stone and Dr M Wills.

2 Minutes

The minutes of the meeting held on 21 November 2017 had been circulated with the agenda, minor changes noted. Dr Clarke also requested a minor amendment to Minute 11, with this amendment noted, the minutes were agreed and signed.

3 Matters arising from the Minutes

There were no matters arising.

4 Report from the Occupational Health Service

The Committee received the report.

The Secretary noted Hepatitis B vaccination and the temporary restrictions and prioritisation that are still in place.

The Secretary was unable to provide further information on the job hazard evaluation forms and the types of accidents/incidents that had been referred to the service for assessment. The Secretary will request this information and ask for some extra details for future reports.

5 Report of the Sub-committee for Ionising and Non-Ionising Radiations

The Committee received the report.

Ms Yates noted the increase in charges of the EPR annual charges, and the new IR Regulations 2017 came into force on 1 January 2018. Departments have been informed of the main changes and further information will be provided at the RPS Update meeting on 21 March.

6 Report of the Sub-committee for Chemical Safety

The Committee received the report.

Mr Hulme reported on cryogen derived house gases; this issue will be discussed in both the Chemical and the Physical Safety Sub-committees, although the Chemical Sub-committee is concerned with the asphyxiant risk of the gases.

Dr Turner asked about the audit programme, it was noted that there is a schedule for chemical waste audits for 2018.

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The Formaldehyde leaflet is a quick user guide and further information should be sought and a robust risk assessment produced for work with formaldehyde.

Further information was requested on the actions that would be taken regarding compliance on the wearing of safety spectacles. This refers back to the agreement by HSEC in 2013 that if the risk assessment indicates the risk of splashes (to the eyes) then safety spectacles must be worn. If there is a serious and/or re-occurrence/pattern of eye incidents then the Director of Health and Safety will use a pragmatic and proportionate approach including direct communication with the Head of Department. Mr Hulme reported that he would be providing a short presentation regarding eye incidents/safety spectacles at the DSO Event on 22 March.

7 Report of the Sub-committee for Biological Safety

Dr Tibbles reported on eye incidents noted at both the Chemical and Biological Sub-committees and clarification was required to ensure appropriate follow-up with the departments was made by the appropriate person (Safety Office or School Safety Adviser). Further discussions regarding the best way to report these will be discussed outside of this meeting.

Dr Turner asked about the information his department had provided regarding HTA; Dr Gilliland reported on the University's response to the HTA's request and a reminder to keep this item on the Departmental biological safety committee agenda.

8 Report of the Sub-committee for Physical Safety

The Committee received the report.

Mrs Eccles reported on the review of documentation regarding Fieldwork, there are two documents from the Safety Office and further information from the Academic Division following a review of the current procedures. The Safety Office will liaise with the Academic Division and produce one document that includes all the information in one place.

The new guidance leaflet on Uninterruptable Power Supplies has been published.

Mrs Eccles also reported on the pressure vessels and lifting equipment statutory inspections undertaken by Bureau Veritas, if a piece of equipment fails its periodic inspection there is a legal obligation to inform the HSE and the department has 14 days to respond informing them of their actions. In the past the Safety Office has not been informed of this process, however Bureau Veritas will, going forward, inform the Safety Office of those items reported to the HSE.

9 Report of the Sub-committee for Fire Safety Compliance

The Committee received the report.

Dr Glendenning reported there were no changes to the current fire safety regulations.

Further information was provided regarding the provision of fire safety training; Dr Glendenning and Mr Marsh are providing the Fire Safety Manager's training, and due to the number of staff on the waiting list requiring Fire Safety Wardens training they will deliver this training personally until the waiting list is reduced. BBC are finalising the Fire Safety Awareness training and the live fire training including the venue for where this will be held. The on-line fire training licence has been renewed and as an interim measure staff can be directed to this resource.



10 Report of the Sub-committee on Accessibility

The committee received the Terms of reference of this new Sub-committee. The Secretary reported that this Sub-committee did not replace the current EM meetings relating to building access and egress. This Sub-committee has a wide range of members as it is intended to cover all aspects of Accessibility (not just physical issues) and the safety committee structure can report through to the General Board and Council which is an effective tool for issues to be reported.

11 Health and Safety Executive Committee

The Committee received the minutes of the meeting held on 14 December 2017.

Minute 3 – Water Standard – Legionella

Dr Turner inquired about the recent request for information regarding legionella, this request was from Deloitte, who have been undertaking an audit of Estate Facilities. Dr Turner was not happy with the lack of notice or any coordination with the department regarding this audit. Dr Vinnell assured Dr Turner that this audit was not part of the audit list undertaken and organised annually by the Safety Office. This dissatisfaction will be passed onto the staff in EM who requested this audit: Mr Walston and Ms Hand.

12 The Health and Safety Executive and other Enforcement Agencies

The Secretary noted the one regular EA/CTSA inspection that had taken place since the last meeting, there were no significant issues raised.

13 Codes of Practice/Guidance and Other information

The new and updated publications were noted.

The Secretary confirmed that the new H&S Policy was going to be submitted to the next HSEC meeting and the document would be circulated to members of this Committee for a quick turn around.

ACTION: H&S Policy to be emailed to members of the Committee.

14 Joint Union Safety Committee

No items for report.

Items for Discussion

15 Accidents and Incidents.

The Committee noted the accidents for the period November 2017 – January 2018. No further information had been requested.

16 Any Other Business

The Secretary reported on the current status for both the Staff Counselling and Occupational Health both services are part of the Occupational Health & Safety Service. These services are being accessed more frequently and play an important part in the University's Wellbeing agenda.

Staff Counselling use a triage system for all referrals (self-referrals are not reported to managers). An initial consultation is offered to clients within a 3 week period, this assessment allows for the most appropriate course of action.



Referrals from: GPs (and less access of external mental health services), Occupational Health and HR, this has increased the work-load. This increase for mental health is supported by public figures talking openly these issues.

The Wellbeing Group has raised the profile of Staff Counselling, the Service is providing more support and training for the wellbeing advocates, first aiders requesting mental health information/sign-posting and participation in the Festival of Wellbeing.

Another initiative of a 'Wellbeing Group' was introduced which is run as a 4 week rolling programme available to all staff. The Service has also developed a 4 week rolling wellbeing programme specifically for Post-docs. Due to the success of this group, there will be a new group focussing on chronic anxiety (4 week rolling programme). These groups are in addition to the ongoing counselling of 8 – 10 sessions.

Even with these robust systems the average waiting time is 60 working days, with the increase in referrals, to maintain this waiting time an increase in staff hours is required. In January 2018 there have been 65 more referrals than the same time last year (= more than 600 requests per year) and there is currently a waiting list of 170.

Increase request for 1.5 FTE grade 7 Staff Counsellors.

Occupational Health recruited a 0.6 FTE Senior OH Nurse Adviser to cover the MRC transfer. A consideration was made to increase the Occupational Health Physician (OHP) time however the current provider is unable to accommodate any increase in provision due to recruitment issues.

In 2017 there was a 13.7% increase in referrals on the previous year (43% increase over 5 years); the number of medical students commencing clinical studies has increased from 150 to 300 from 2017 and as a result medical students seeking travel health advice, vaccinations and blood tests for elective placements will increase; health surveillance activities have increased with OH undertaking mask face fit testing for workers reporting allergy symptoms; and the increase in wellbeing initiatives have involved a number of extra training sessions being provided (10 sessions in 2016; and 24 sessions in 2017).

Increase request 1.0 FTE grade 7 OH nurse and 0.4 FTE grade 3 administrative support.

The Committee had certain points clarified information noted above and agreed that both these services require the additional staff to ensure the same level of service is provided to the University.

Will Hudson the Deputy Director will be retiring in July, he has been with the Safety Office for 17 years and has provided a great deal of support to the Directors, Safety Office staff and the University. The Secretary expressed his gratitude to Will for his dedication during some difficult and trying times. The post of Deputy Director is not being replaced, the Safety Office has undergone some reorganisation, and Dr Vinnell and Ms Yates are to be joined on the Safety Office management team by Assistant Directors: Mrs Eccles, Dr Gilliland and Mr Hulme.

17 **Dates for the next academic year**

The following dates have been provisionally booked:

20 November 2018, 19 February 2019 and 14 May 2019 in the Syndicate Room from 1415.

18 **Date of the next meeting**

The date of the next meeting will be Tuesday 8 May 2018 at 1415 in the Syndicate Room, The Old Schools.

**Please note: Items for the next agenda need to be with the Safety Office by:
Tuesday 17 April 2018.**